

# COMMUNITY BUS AGREEMENT FORM

## Conditions of Hire and Application



The Shire of Coolgardie is responsible for managing and maintaining the two Community Buses (“the buses”) as a community service.

Kambalda based bus is a manual vehicle and has the capacity to carry 20 passengers plus the driver with no wheelchair access.

Coolgardie based bus is a manual vehicle and has the capacity to carry 17 passengers plus the driver and accommodate two wheelchairs storage loaded by a hydraulic ramp.

Drivers of these buses MUST have a valid LR driver’s licence and, if required, proven experience in hoist operation.

All request for hire must contain copies of all drivers licenses with each completed form.

### **TERMS & CONDITIONS**

#### **ELIGIBILITY**

To hire the bus, the users MUST be residents of the Shire or part of a Community group that is run within the Shire.

#### **BOND**

A bond of \$1030 by credit card imprint is required prior to collecting the bus and is refunded at the satisfactory return of the bus. The bond will not be refunded if the bus is damaged, not cleaned or with a full tank of fuel on its return. Should the keys to the bus be lost, the cost of replacement will be deducted from the bond.

#### **WHEELCHAIR ACCESS**

At the time of booking request please advise staff that wheelchair access is required.

#### **KEYS**

The bus keys will be available for collection by the Hirer from the Shire of Coolgardie Community Recreation Facilities located at:

Kambalda - Barnes Drive

Coolgardie - Sylvester Street

The bus is available to collect Monday – Friday during operational hours of the Recreation Centres on the last day before the vehicle is booked.

Should this not be suitable, alternate arrangements for key collection may be made with Shire staff.

#### **DRIVERS**

Primary Driver and Secondary Driver’s must hold a current LR Class license, which must be produced at time of requested booking.

It is the responsibility of the Hirer to ensure the driver is not under the influence of alcohol or any drug whilst driving the bus. The driver must adhere to all road rules, speed

limits and safety considerations whilst driving the bus.

Any traffic and/or parking infringements sustained while the bus is hired to the user group will be attributed to Primary Driver on this form.

#### **LOG SHEET**

The Driver must complete the log sheet kept in the bus, the odometer reading must be entered prior to departure and at the conclusion of the journey.

Please ensure that all writing is legible, and readings and names are printed clearly and accurately.

#### **ACCIDENT OR DAMAGE**

The Driver is responsible to complete the prestart check both the interior and exterior of the vehicle for any damage both before and after using the vehicle.

All damage, accidents, or use of the fire extinguishers as soon as practicable is to be reported to Shire staff as soon as possible.

#### **FEES**

Usage is charged as per schedule of fees and charges currently \$0.90 per kilometre distance travelled, an invoice will be issued to the Hirer at the conclusion of the hire period.

The excess for the SOC bus is \$1000, all user groups will be required to pay an additional \$500.00 if the bus is damaged to cover the excess costs.

#### **FUEL**

The bus is provided with a full tank at commencement of hire and in the event, you need to re-fuel during the hire period this will be at your expense.

The bus is required to be returned with a full fuel tank. The charge of \$3.10 per litre will be applied if the tank is not returned full.

#### **BREAKDOWNS**

In the event of a breakdown, please contact the Shire on 9080 2111. Please note that all maintenance of the bus is to be carried out by authorised Shire staff only.

#### **FIRST AID**

A First Aid Kit is located at the front of the Bus. Please advise Shire staff of any incidents that may require the use of this kit.

#### **LIMITATIONS OF HIRE**

The bus is to remain on sealed roads only and passengers are to always remain seated while the bus is in motion.

Smoking, alcohol and the consumption of food and drinks (other than bottled water) is strictly prohibited.

The Shire reserves the right to cancel any bookings in the event the bus needs to be serviced or repaired.

The interior and exterior of the bus must be cleaned by the Hirer at the conclusion of the journey and before handover to the Shire. Failure to do so may result in forfeiture of the bond.

Pre and post - use photos must be electronically submitted of all side of the bus, front and rear, interior, fuel gauge and odometer.